

Newington Green Primary
Terms and Conditions for use of Premises

All those who use the premises are asked to read these terms and conditions and agree to abide by them by signing the Lettings Contract.

1. The accommodation shall only be used for the purposes stated on the application, and within the hours agreed in the letting agreement issued by the school. The applicant shall be responsible for ensuring these conditions of occupation are observed.

2. Applicants providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safety, and must provide evidence of these to the school as required.

3. Payment for hire shall be made in advance, and a returnable deposit against damage shall be paid on request.

4. The applicant shall be responsible for any damage to the school property or buildings caused by them or their guests. If the applicant causes damage to buildings or furniture the applicant will be required to report this to the school and pay for the damage caused. This will be in addition to the specified lettings charges.

5. The applicant will immediately inform the school of any accident or serious incident that occurs on the schools premises. This should be done in person and may require the applicant telephoning the Head teacher or the Premises Manager. The applicant will be responsible for reporting to the Health and Safety Executive any accident that arises from activities that it organises.

6. The applicant shall not cause any noise nuisance to neighbouring residents and shall behave reasonably at all times.

7. The applicant shall be required to take any precautions necessary to ensure the safety of those attending the function, including ensuring the means of escape from fire are not blocked or impeded.

8. The applicant shall ensure that all accommodation is left in a clean and tidy condition at the end of the letting. Using litterbins and recycling facilities as appropriate will help this.

9. The applicant shall comply with any reasonable instructions given by the Head teacher, Premises manager or other member of the School Staff.

10. Alcohol is not allowed to be sold on the premises unless prior agreement is given and a licence obtained. Illegal drugs are not to be brought onto or consumed on the school premises.

11. Any fees for music licences or performance licences are to be paid for by the applicant and organised by themselves.

12. Smoking is not allowed on the school premises at any time.

13. The Governing body reserves the right to withdraw permission for any letting.

14. If the applicant cancels within 10 working days the full fee and deposit will be refunded. If less than 10 working days notice is given 50% of the fee and deposit will be required; if less than 5 working days notice there will be no refund.

15. The London Borough of Islington and the School Governing Body disclaims liability for injury or damage to persons or property upon its premises (so far as they are legally able to do so). The applicant will be required to indemnify the Council against all claims arising directly or indirectly out of the use of the premises rather than claims arising as a result of negligence of the council or its employees. Applicants are required to obtain insurance to cover these risks.

16. The applicants will complete all relevant paperwork in a true and accurate way. False information may lead to an application being terminated.

Lettings Checklist for Hirer

| | Things to do | Tick when done |
|---|--|-----------------------|
| 1 | Read through schedule of charges and the conditions of use, and booking form | |
| 2 | Complete booking form | |
| 3 | Send in booking form to school to request a booking | |
| 4 | <i>School notifies you that the booking is available or not available and sends you an invoice</i> | |
| 5 | Complete risk assessment of activity | |
| 6 | Check or take out insurance policy to cover activities | |
| 7 | Send school copies of: - child protection policy including safer recruitment and/or DBS forms, as appropriate - insurance certificate - copy of any licences required - payment of invoice | |

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| 8 | Receive signed Lettings Contract from school | |
| 9 | Attend induction into fire procedures | |
| 10 | Inform attendees of fire procedures and terms and conditions of use | |